



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-3

April 6, 1995

David Minberg, Treasurer
Harris County Democratic
Executive Committee
3702 Travis
Houston, TX 77002

Identification Number: C00161067

Reference: Amended Year End (7/1/93-12/31/93), Amended July
Quarterly (4/1/94-6/30/94), Amended October Quarterly
(7/1/94-9/30/94), Amended 30 Day Post-General
(10/1/94-10/19/94) and Amended Year End (11/29/94-
12/31/94) Reports received 3/7/95

Dear Mr. Minberg:

This letter is to inform you that as of April 5, 1995, the Commission has not received your response to our requests for additional information dated March 15, 1995. These notices request information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to these requests (copies enclosed).

If no response is received within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions regarding this matter, please contact Neil Evans on our toll-free number (800) 424-9530 or our local number (202) 219-3580.

Sincerely,

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosures



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

MAR 15 1995

David Minberg, Treasurer
Harris County Democratic
Executive Committee
3702 Travis
Houston, TX 77002

Identification Number: C00161067

Reference: Amended 30 Day Post-General Report (10/1/94-
10/19/94) received 3/7/95

Dear Mr. Minberg:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-On Schedule H3 supporting Line 18 of the Detailed Summary Page, the total for Line iii) e) for the 11/8/94 \$15,000 transfer-in from the HCDF-State PAC appears to be incorrect. Please amend your report to correct this apparent discrepancy. 11 CFR §104.10

-On Schedule H3 supporting Line 18 of the Detailed Summary Page, the total for Line i) for the 11/17/94 \$10,000 transfer-in from the HCDF-State PAC appears to be incorrect. Please amend your report to correct this apparent discrepancy. 11 CFR §104.10

-Schedule H4 discloses a disbursement(s) which is categorized as a fundraising expense(s); however, a Schedule H2 has not been filed to disclose the allocation ratio. All committees are required to allocate the direct costs of each fundraising event in which the committee collects both federal and non-federal funds. The costs are allocated according to the funds received ratio and reported on Schedule H2. 11 CFR §§106.5(f) and 106.6(d). Please file a Schedule H2 to disclose the ratio for the fundraising event(s).

-On Schedule H4 supporting Line 21(a) of the Detailed Summary Page, you have failed to check the appropriate CATEGORY box for the payment made to Impressive Arts and Sheila Jackson-Lee. Please amend your report to disclose the appropriate category.

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-Your calculations for administrative/voter drive and Doorhanger-Slate Card Distribution Program EVENT YEAR-TO-DATE totals are incorrect. EVENT YEAR-TO-DATE totals for administrative and voter drive costs are derived by aggregating all disbursements during the calendar year within the category. EVENT YEAR-TO-DATE totals for fundraising, direct candidate support, and exempt activities are derived by aggregating all disbursements during the calendar year within a specific event. These should be calculated by adding the latest disbursement for a category or event to the previous EVENT YEAR-TO-DATE total for that category or event. This running EVENT YEAR-TO-DATE total should be disclosed after each disbursement is listed. Please amend your report by providing the correct administrative/voter drive and Doorhanger-Slate Card Distribution Program EVENT YEAR-TO-DATE totals.

-Your report disclosed a category of financial activity that has been reflected on the wrong line of the Detailed Summary Page. Donations of excess campaign funds should be properly disclosed on a separate Schedule A, supporting Line 12 of the Detailed Summary Page. Please refer to the instructions contained on the forms to determine the proper categorization when preparing your next filing.

-Please provide a Schedule C or D, as appropriate, to support the entry of \$2,950 reported on Line 10 of the Summary Page. Loans and debts must be continuously reported until they are either repaid or settled. 11 CFR §104.3(d)

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,



Neil Evans
Reports Analyst
Reports Analysis Division